

## INTERNAL

## COMMUNICATION FORM

## DEPARTMENT OF HUMAN SERVICES

## Suspense:

Subject: DHRD Safety Branch Training Schedule:  
**January – June 2011**

Originator: W. Ikemori  
6-4971

To: SO/DAs

From: APERS

Date: 12/08/10 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **January to June 2011** Training Schedule.

**FOR:** All DHS employees as applicable (**see below**):

- All employees and supervisors may attend the Workplace Violence Program (WVP).
- Bargaining Unit 1 (BU1) Non CDL employee who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (**DATU1**) are **required** to attend.
- Supervisors of BU1 Non CDL employees must attend the four-hour BU1Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years.
- Supervisors of CDL and BU10 employees must attend the three-hour combined Drug and Alcohol Testing Program (CDAT) once every five years.

**SCHEDULE:** Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

**REGISTRATION:** Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to five (5) working days prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.

**COST:** None.

**ACCOMMODATIONS/PARKING:** Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least 5 working days prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).

  
APERS

c: DIR

**Department of Human Resources Development**  
**Safety Training Schedule 1/1/11 – 6/30/11 by Training Program**

**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
2/8/11	Oahu	0028	9:00 – 11:00am	State Office Tower, Rm 204 235 S. Beretania St
		0029	1:00 – 3:00pm	
4/19/11	Kauai	0030	9:00 – 11:00am	UPW Conf Rm 4211 Rice St
5/10/11	Oahu	0031	9:00 – 11:00am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
		0032	1:00 – 3:00pm	
5/17/11	Kona	0033	9:00 – 11:00am	Kona Airport Conf Rm 73-200 Kupipi St

**Drug and Alcohol Testing Program for Supervisors (CDAT)**  
**(CDL, HGEA, BU10)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
3/22/11	Oahu	0049	8:30 – 11:30am	State Office Tower, Rm 204 235 S. Beretania St
4/20/11	Kauai	0050	12:30 – 3:30pm	UPW Conf Rm 4211 Rice St
5/18/11	Kona	0051	12:30 – 3:30pm	Kona Airport Conf Rm 73-200 Kupipi St
6/7/11	Oahu	0052	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd

**BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
4/20/11	Kauai	0082	9:00 – 11:00am	UPW Conf Rm 4211 Rice St

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**BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
5/18/11	Kona	0083	9:00 – 11:00am	Kona Airport Conf Rm 73-200 Kupipi St
6/21/11	Oahu	0084	9:00 – 11:00am	Aloha Stadium, Hospitality Room
		0085	1:00 – 3:00pm	99-500 Salt Lake Blvd

**BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
4/5/11	Oahu	0038	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
4/19/11	Kauai	0039	12:30 – 4:30pm	UPW Conf Rm 4211 Rice St
5/17/11	Kona	0040	12:30 – 4:30pm	Kona Airport Conf Rm 73-200 Kupipi St